

## What is needed when plans are submitted?

### Water/Wastewater

It is advised that you visit the Water / Wastewater Section on the 1<sup>st</sup> floor to ensure there is available water and wastewater for your project and to set up accounts.

### Planning & Development Services

2 copies of a certified survey

2 copies of a site plan

1 copy of the recorded subdivision plat

*Subdivision Plats are required for development review as repeat homes are permitted. Once a plat is provided for permitting at 3300 Main, the plat will be kept on file and will not be required to be submitted for subsequent development reviews in that subdivision. For minimum Development Site Plan requirements visit the Department of Planning & Development on the 1<sup>st</sup> floor of 3300 Main Street.*

### Flood Management

2 sets of plans with elevation certificates signed and sealed by a Texas registered professional surveyor or engineer.

*Requirements for Development within the Floodplains are available in the Flood Management Section located on the 1<sup>st</sup> floor of 3300 Main Street.*

### Traffic

2 sets of site plans are required for review and approval. Show the *existing* trees and street improvements such as poles, sidewalks, driveways, curb and gutter, ditches, culvert size and lengths, and inlets. Show *proposed* driveway and improvements with all dimensions.

For more information please see the City Departments website at:

<http://www.publicworks.cityofhouston.gov/>

Click on the following:

Quick links: Eng/Const. Documents

Drawings

Standard details

Street Paving Details

Drawings: 02754-01 (curbed type street)

02754-02 (open ditch)

## Helpful Numbers

### Building Inspection

General Information 713-535-7630

Administration 713-535-7510

### Plan Review & Permits

Commercial Plan Review 713-535-7500

Plan Express 713-535-7766

One Stop 713-535-7550

Permits 713-535-7731

Occupancy Records 713-535-7748

Lake Houston Records 713-535-7745

### Inspections

Electrical 713-535-7600

Mechanical 713-535-7755

Elevators 713-535-7756

Plumbing 713-535-7700

Structural 713-535-7800

Manufactured Homes 713-535-7648

Occupancy/Life Safety 713-535-7730

### Other Permits & Related Groups

Water/Wastewater 713-535-7675

Fire Marshal 713-535-7962

Flood Plain Management 713-535-7604

Planning & Development 713-535-7947

Traffic/Engineering 713-535-7579

Sign Administration 713-535-7900

Kingwood Office

3915 Rustic Woods 281-361-9580

Other City Listings 311

<http://www.cityofhouston.gov/>



## New Residence Master Plan Program



Repeat Model A



Repeat Model B



## New Residence Master Plan Program

The New Residence Master Plan Program is designed so that builders and developers who build ten (10) or more units of the same repeat home over a 12-month period can save both time and money. The advantage of this program is that fewer plans need to be submitted for Plan Review. For subsequent identical units built, plan reviews are performed in an expedited manner and permit fees are known in advance.

**NOTE:** Before submitting your building plans for review to the Code Enforcement Division, it is strongly advised that you visit the Site Development Review Section on the 1<sup>st</sup> floor of 3300 Main Street for a site development review.

Following this procedure could possibly save you considerable time and money.

### How does this program work?

Before proceeding with any work, make sure your project complies with your subdivision's deed restrictions. Contact the civic club or homeowners association for a certified copy of the deed restrictions.

To begin the process for obtaining a **Repeat Home Permit**, visit our offices at 3300 Main Street, 1<sup>st</sup> floor. Follow these simple steps to obtain a Building permit:

#### I. New Residence Master Plan

Submit 2 complete sets of plans and energy code forms for the master plan to the One Stop Office. If a software program is used to verify energy compliance, provide a copy of the report with each energy code form. Plans must be to scale, non-erasable and neat. They need not be professionally drafted, with the exception that an engineer's seal is required for the following: foundations, prefab trusses, metal structures, CMU structures and engineered lumber or beams. *An additional set of plans may be submitted for approval stamps.*

Once approved the plan will be given a New Residence Master Plan Project Number and scanned for City records. After final approval of the plans, all of the appropriate information will be entered into a database under the New Residence Master Plan Project Number.

**NOTE:** If the plan is not approved, it will be returned with a detailed list of corrections to be made. Redlines are not accepted. Modifications must be added to the design and corrected pages reprinted.

The approved Residence Master Plan must be kept on the jobsite for inspections.

#### II. Repeat Home Permit Application

Complete the Building Permit Application. At the time the builder proposes to build this unit, the New Residence Master Plan Project Number must be entered in the Remarks Section of the Residential Building Permit Application. Applications may be picked up at the information desk in the lobby.

#### III. Repeat Home Plan Review

For individual Repeat Home Permits, submit two (2) copies of the site plan and two (2) landscape forms to the One Stop Office. One set of plans will be stamped for the field, and the site plan will be checked for City Planning approvals, and Traffic requirements. Flood and Water and Wastewater requirements must also be approved.

**NOTE:** If an existing master plan has not been updated with energy forms, the full residence plan must be submitted with each repeat home. To avoid this, submit an extra copy of the energy forms and plan to revise the master for a minimum \$40 revision fee and the residence plans will no longer be required.

#### OFFICE HOURS

One Stop office is located at 3300 Main St. Hours are from 8:00 a.m. to 3:45, Monday – Friday.

Permits may be purchased between the hours of 8:00 a.m. and 4:30 p.m.

If you need to speak with an inspector, call (713) 535-7800 between the hours of 7:00 a.m. and 4:00 p.m.

If you need to schedule an inspection, call the automated line (713) 525-7000 between the hours of 7:00 a.m. and 7:00 p.m.